

CHRISTEL HOUSE ACADEMY

2011-2012 Performance Analysis

Core Question 2: Is the organization effective and well-run?

2.1. Is the school in sound fiscal health?	
STANDARD	The school presents significant concerns in no more than <u>one</u> of the following areas: a) its state financial audits (e.g., presence of “significant findings”); b) its financial staffing and systems; c) its success in achieving a balanced budget over the past three years; d) the adequacy of its projections of revenues and expenses for the next three years; e) its fulfillment of financial reporting requirements under Sections 10 and 17 of the charter agreement. In addition, if the school presents significant concerns in one area, it has a credible plan for addressing the concern that has been approved by the Mayor’s Office.

2011-12 Performance: **Meets Standard**

A) The School’s Financial Audits (e.g. presence of “significant findings”)

Christel House Academy’s (CHA) audit contained no material weaknesses or significant deficiencies. Sikich, the school’s auditors, stated, “In our opinion, the financial statements referred to...present fairly, in all material respects, the financial position of Christel House Academy, Inc. as of June 30,2012, and the changes in the net assets and its cash flows for the year then ended, in conformity with accounting principles generally accepted in the United States of America”.

While there were no material weaknesses or significant deficiencies, the audit results and comments did include discussion of credit late fees and interest accrued in the fall of 2011. The auditors stated, “The Academy has two credit cards. On the August 2011 credit card statement, a late fee of \$39 and interest of \$14.81 was assessed. Additionally, on the October 2011 credit card statement \$20.88 of interest was assessed.”

Though the fees result from a procedural error, it is important to note that the fees accessed account for less than one-thousandth of one percent of the school’s annual budget. Nonetheless, Christel House Academy is taking action to ensure this is not a recurring challenge. The school is working with its bookkeeping service to accelerate the voucher and check writing processes- particularly as it relates to credit card payments.

Given the school’s current actions to prevent this issue from reoccurring, our office has no concerns at this time. We will; however, continue to check in with the school as they work with their vendor to update the check writing process.

B) The School's Financial Staffing and Systems

The school has established adequate staffing and systems for managing its finances. Mónica Vicente serves as the school's Business Manager and Operations Director. The school also contracts with Bookkeeping Plus, Inc. for the preparation of financial statements.

C) The School's Success in Achieving a Balanced Budget Over the Past Three Years

The school's change in net assets for FY '12 was -\$231,943. It's ending balance for the year was \$2,052,664. Based on a review of the school's finances for FY '11, Christel House Academy successfully achieved a balanced budget although the school had to rely on beginning cash and investments. The school successfully achieved a balanced budget for FY '10 and ended the year with adequate cash and investments. We will continue to work closely with the school to ensure they are maintaining a balanced budget each year.

D) The Adequacy of the School's Projections of Revenues for the Next Three Years

The school has furnished adequate budget projections for the next 3 years. The table below reflects estimated changes in net income.

Years	Change in Net Assets
FY '13	\$17,000
FY '14	\$1,000
FY '15	\$4,000

Though the change in net assets has a relatively small positive variance, the school has explained that it has conservative budget practices and that its goal is to break even. Our office has no concerns at this time; however, we continue to work closely with the school to ensure their operation is fiscally sound.

E) The School's Fulfillment of Financial Reporting Requirements under Sections 10 and 17 of the Charter Agreement

The school has fulfilled financial reporting requirements under Sections 10 and 17 of the charter agreement.

2.2. Are the school's student enrollment, attendance, and retention rates strong?	
STANDARD	The school is consistently fully enrolled. Student attendance and retention rates are generally at or above the school's agreed-upon target rates.

2011-12 Performance: **Meets Standard**

Christel House Academy fell slightly below enrollment targets set for 2011-12. The following chart displays the school's target enrollment compared with its official fall enrollment, as reported by the IDOE.

Year	Target Enrollment	Fall Enrollment	Percent Below
2011-12	580	575	.86%

Source: Official fall enrollment figures from the IDOE. Target enrollment is the maximum capacity from the school's charter agreement with the Mayor's Office, submitted by the school.

The 2011-12 attendance rate at CHA was slightly below the averages of both the county and the state.

	CHA	MC	IN
2011-12 Attendance rate	95.86%	96.06%	96.1%

No targets have been established for student retention rates for Christel House Academy.

Based on the 2011-12 performance, CHA meets the Mayor's Office standard for this indicator because they were nearly at full enrollment and had an attendance rate only slightly below than that of both the state and county.

2.3. Is the school's Board active and competent in its oversight?	
STANDARD	The Board's membership collectively contributes a broad skill set and fair representation of the community; Board members are knowledgeable about the school; roles and responsibilities of the Board are clearly delineated; Board meetings reflect thoughtful discussion and progress in the consideration of issues; overall, the Board provides consistent and competent stewardship of the school.

2011-12 Performance: Exceeds Standard

The board of directors at Christel House Academy is active, experienced, and provides competent oversight of the school. Additionally, the board is comprised of members with a diverse range of professional expertise and extensive knowledge about the school, its policies and its issues of concern. Membership of the board has remained stable over time. The Board has been actively involved in board-appropriate decisions such as the hiring and evaluation of the school's principals.

The Mayor's Office regularly attends CHA's quarterly board meetings and examines minutes of meetings held by the board. At meetings, the board consistently makes quorum and actively engages in the oversight of many aspects of school operations, including academic achievement, curriculum, professional development, programming, and extra-curricular activities. Accordingly, the school exceeds the Mayor's Office standard for this indicator for 2011-12.

2.4. Is there a high level of parent satisfaction with the school?	
STANDARD	More than 80% but less than 90% of parents surveyed indicate that they are satisfied overall with the school.

2011-12 Performance: **Exceeds Standard**

In the spring of each year, researchers administer anonymous surveys to parents of students enrolled at Mayor-sponsored charter schools. In 2011-12, 97% of Christel House Academy parents reported overall satisfaction with the school. According to the data, the school exceeds the Mayor's Office standard for performance for this indicator for the 2011-12 academic year.

2.5. Is the school administration strong in its academic and organizational leadership?	
STANDARD	The school's leadership a) has sufficient academic and/or business expertise; b) has been sufficiently stable over time; c) has clearly defined roles and responsibilities among leaders and between leaders and the Board; d) actively engages in a process of continuous improvement which has led to some mid-course corrections.

2011-12 Performance: **Exceeds Standard**

The administration at Christel House Academy is strong in its academic and business expertise. The administration includes a principal for K-8 and a principal for the grade 9 (growing up to grade 12). The current K-8 Principal was hired in 2006 and has helped maintain an environment of high standards and support for both staff and students. The Principal is an exemplary leader who continues to work closely with the Board to implement policies and programs and to ensure the effective and efficient day-to-day operations of the school. Both principals have prior public school leadership experience.

In 2011-12, leadership at the school was well-organized, effective, and exceeds the Mayor's Office standard for this indicator.

2.6. Is the school meeting its school-specific organizational and management performance goals?	
Meets standard	School has clearly met its school-specific organizational goal.

Not Evaluated. Christel House Academy did not have school-specific organizational and management performance goals to be evaluated for 2011-12.